

Engineering and Biomedical Sciences Certification Document 6: 4 hour School Visit Sample Schedule



Wednesday, November 8, 20XX
? High School: PLTW™ Certification Site Visit

<u>Time</u>	<u>Location</u>	<u>Meeting</u>
7:30 a.m. - 8:00 a.m.	Main Office	Visitation Team Arrival and Greetings
8:00 a.m. – 9:30 a.m.	Classrooms	PLTW™ Course Classrooms <input type="checkbox"/> Examine student work <input type="checkbox"/> Talk with students <input type="checkbox"/> Check equipment
9:30 a.m. – 10:00 a.m.	Main Conference Room	Visit with Counselors
10:00 a.m. – 10:30 a.m.	?	Visit with PLTW teachers
10:30 p.m. – 11:00 p.m.	Main Conference Room	Meet with partnership team members
11:00 p.m. – 11:30 p.m.	?	Visitation Team Meeting <input type="checkbox"/> Discuss visit <input type="checkbox"/> Summarize findings
11:30 p.m. - 12:00 p.m.	?	Summary Meeting with school personnel

Visitation Team Members:

Name #1	Affiliation
Name #2	Affiliation
Name #3	Affiliation

The schedule can be changed around (based on availability) but needs to include the following:
 30 minute meetings with guidance department, PLTW teachers, and school personnel
 1 ½ - 2 hours for classroom observation, portfolio viewing, and student interviews (this can be broken down by teacher, 30 minutes per teacher)
 1 hour with partnership team members, can also invite a couple of parents to attend